



# Department of Local Government Finance

## Microsoft Teams for Ratio Studies

Deliverance Bougie  
Sr. Statistician  
August 2019



# MS Teams for Ratio Studies

- Starting with the 2020 Ratio Study season, the Department of Local Government Finance will implement a new communication tool for the review process.
- Microsoft Teams was piloted in the 2019 season with two counties and was found to cut the review time down significantly.



# MS Teams for Ratio Studies

- What is MS Teams?
  - Cloudbased
  - Collaboration
  - File sharing



# MS Teams for Ratio Studies

- Cloudbased
  - Accessibility from any device.
  - Access online or download (with license.)
  - MS license not required for all members.



# MS Teams for Ratio Studies

- Collaboration
  - Communicate privately through chat.
  - Communicate with the entire team.
  - Tag members.
    - This prompts a notification for the tagged member to review post.
- Like posts 👍
  - This provides communication to everyone on the team that you have seen the post.



# MS Teams for Ratio Studies

- File Sharing
  - Upload files for entire team to review.
  - Updates to files in real time.
  - No need to send new versions of documents.
  - Version control.



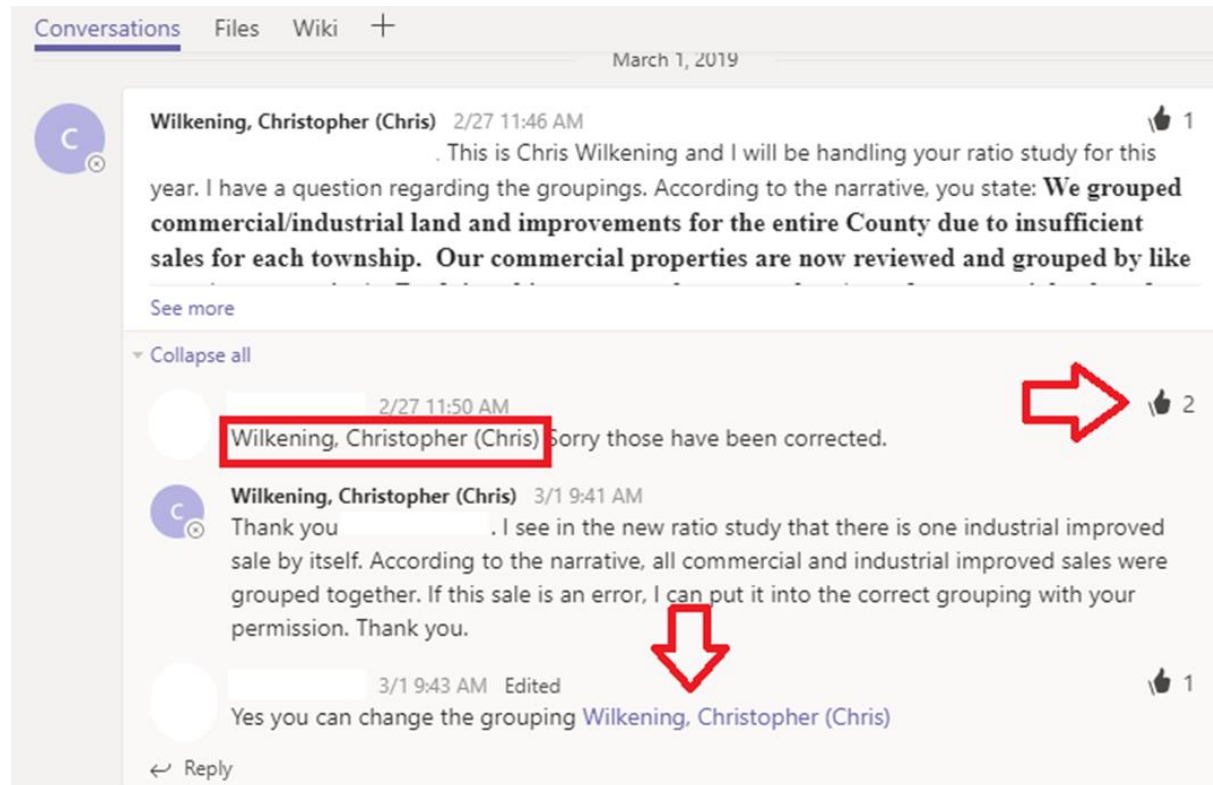
# MS Teams for Ratio Studies

- Each county will have their own Team.
- The county will notify the Department of members.
- Members from the county can include assessor, vendor (if applicable), as well as the main person of contact for the Ratio Study.
- No one outside of the Team will have access to the Team.
- Invitation to Team will be via email.



# MS Teams for Ratio Studies

- Communication: Tagging and Liking



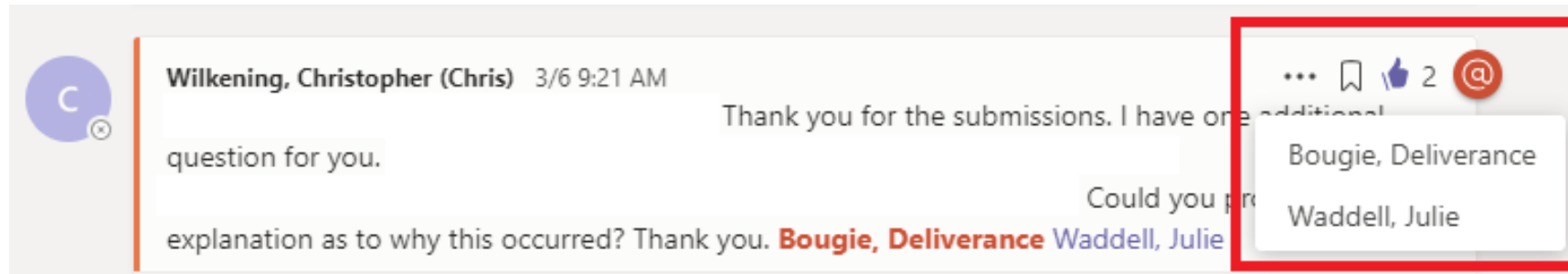




# MS Teams for Ratio Studies

Another example of tagging/liking.








- Tag each person who should review the post.
- Like the post when you have reviewed it.
- Hover over the thumb to see who has reviewed the post.





# MS Teams for Ratio Studies

Multiple members in the team will help speed up communication when someone from the county is out of the office.

Owners (1)			
Name	Title	Location	Role
 Bougie, Deliverance	Statistician 2	N1058(B)	Owner ✓
Members and guests (6)			
Name	Title	Location	Role
 Wood, Barry	Director of Assessmen...	N1058(B)	Member ✓ ✕
 Waddell, Julie	Assessor Auditor	N1058(B)	Member ✓ ✕
 McKinney, Steve	Assessor Auditor	N1058(B)	Member ✓ ✕
 Toumey, John	Assessor Auditor	N1058(B)	Member ✓ ✕
 Wilkening, Christopher (Chris)	Assessor Auditor	N1058(B)	Member ✓ ✕
 Oberoi, Chirjeev K	Assessor Auditor	N1058(B)	Member ✓ ✕



# MS Teams for Ratio Studies

Conversations Files Wiki +			
2019 County ...			
New Upload Get link + Add cloud storage Open in SharePoint			
✓	Type	Name	Modified
		2019 Ratio Study Guidelines - approved.pdf	2/27/19
		ValueWorkbook2019 .xlsx	3/5/19
		SalesRatioStudy i2019.xlsx	3/4/19
		Copy of Sales Reconciliation 02-16-2019.xlsx	3/4/19
		2019 Sales Ratio Study Checklist - .doc	3/1/19
		Checklist Sales Reconciliation.xlsx	3/1/19
		AV Comp Detail 02-26-2019.pdf	3/1/19
		StudyDuplicateKeys.xlsx	2/26/19
		Sales Reconciliation 02-15-20191.xlsx	2/25/19
		Validation changes.xlsx	2/25/19
		2019 Ratio Study Narrative.docx	2/25/19

- County files will be uploaded to the Teams Files section.
- County files will be updated as needed within the Files section.
- Department files will also be shared in the Files section when appropriate.



# MS Teams for Ratio Studies

- Version history can be viewed from Sharepoint.
- Using the latest version for updates will prevent issues with updating wrong version.

## Version history

Delete All Versions

No. ↓	Modified	Modified By	Size
14.0	3/4/2019 4:40 PM		1.9 MB
13.0	3/4/2019 4:30 PM		1.9 MB
12.0	3/4/2019 11:05 AM		2 MB
11.0	3/1/2019 10:40 AM	Bougie, Deliverance	2 MB
10.0	3/1/2019 10:28 AM	Wilkening, Christopher (Chris)	2 MB
9.0	3/1/2019 10:23 AM	Wilkening, Christopher (Chris)	2 MB
8.0	2/27/2019 11:49 AM		2 MB
7.0	2/26/2019 3:28 PM		2 MB
6.0	2/26/2019 3:27 PM		2 MB
5.0	2/26/2019 3:17 PM		2 MB
4.0	2/26/2019 12:11 PM		2 MB
3.0	2/26/2019 12:04 PM		2 MB
2.0	2/25/2019 8:04 PM	Bougie, Deliverance	2 MB
1.0	2/25/2019 3:03 PM		2 MB



# MS Teams for Ratio Studies

- **IMPORTANT:** When the Ratio Study has been submitted (files uploaded to Teams), post in Conversations and tag Barry Wood, Julie Waddell, and Deliverance Bougie. The Department will not get notification otherwise. All files must be included with correct formatting prescribed in Guidance (**Ratio Study, Workbook, Narrative, Reconciliation with explanations.**)



# Ratio Study Process in Teams

- Submit Ratio Study files in the Teams Files tab.
- Post in the Conversations tab that the Ratio Study has been submitted, tag Barry Wood, Julie Waddell, and Deliverance Bougie.
- The Department will acknowledge receipt of your submission.



# Ratio Study Process in Teams

- The Department will notify you of any formatting errors by posting in the Conversations tab and tagging the appropriate people.
- County will make corrections to the files already uploaded to Teams, tag the Department when completed.
- The Department will upload the Checklist and any accompanying files to the Files tab in Teams when applicable.



# Ratio Study Process in Teams

- County will answer Checklist questions in the document the Department uploaded, tag the Department member when completed.
- Mann-Whitney (“MW”) and Spearman Rank (“SR”) files will be uploaded to Files tab in Teams when applicable.
- Respond to MW using the Excel spreadsheet uploaded by the Department when applicable, tag the Department when completed.





# Ratio Study Process in Teams

- Respond to SR by making changes to the latest version of the Ratio Study in the Files tab when applicable, tag the Department when completed.
- The county will receive an email when the Ratio Study has been approved.



# Contact Us

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  - “Contact Us”: [www.in.gov/dlgf/2338.htm](http://www.in.gov/dlgf/2338.htm)